

EYES ONLY

ORD-4136-73

15 OCT 1973

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase -

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1. It is recommended that [REDACTED] of the Operations Technology Division, Office of Research and Development, be granted a Quality Step Increase from GS-06, step 4 to GS-06, step 5.

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2. [REDACTED] entered on duty with ORD on 9 July 1968 as a Clerk Stenographer, GS-04. In May 1969 she was approved for a promotion to a GS-05, and in April 1971 was promoted to a GS-06.

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3. The work in OTD/ORD is of a highly technical nature and requires much accuracy and skill on the part of a secretary. In the five years that [REDACTED] has been with the Agency and this Division (formerly the Applied Physics Division, ORD), she has acquired the prerequisites of and established a reputation as a very efficient and competent technical secretary. Her progress is substantiated in her fitness reports on file. Further, [REDACTED] desire to continually improve her capabilities is indicated by her attendance at a "Workshop in Secretarial Techniques" sponsored by the U. S. Civil Service Commission.

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4. In addition to the above attributes, [REDACTED] general attitude and her willingness to do more than is required of one in her position contribute to the making of a very desirable employee. It is, therefore, recommended that [REDACTED] be granted a Quality Step Increase from GS-06, step 4 to GS-06, step 5 in recognition of her overall contributions to this Office.

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Sayre Stevens  
Director of Research and Development  
DD/S&T

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*Approved*

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Subject: Recommendation for Quality Step Increase -

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CONCUR:

JS  
Deputy Director for Science and Technology

73 Oct 73  
Date

The recommendation contained in paragraph 1 is approved.

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for /s/ [Redacted]  
Director of Personnel 24 Oct 73

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OTD/ORD/DD/S&T: [Redacted] (2672, 9/19/73, rewritten 9/25/73)

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